

[date]

VIA FACSIMILE [fax number] and US MAIL

Mr.
ABC Construction, Inc.
P.O. Box 309
San Diego, CA 92022

Reference: Sewer Group 123; Bid No. K-12-2436-DBB-C

Dear [contractor's contact],

Subject: **Notice to Proceed**

This is your official Notice to Proceed with The Work as specified in the Contract Documents. However, no site work may begin prior to the Pre-construction meeting. The Contract shall commence accruing time effective the date of the Pre-construction Meeting. The Project must be completed within [number of days] Working Days from the date of the Pre-construction Meeting without exceeding the amount of [\$amount awarded] unless authorized otherwise by the City via Change Order.

Your attention is directed to Subsection 2-3.4, "Subcontract Requirements." You must ensure that all Subcontractors are licensed at the time of the execution of Subcontracts or as required and remain appropriately licensed for the duration of the Contract Time.

The City's representative for the duration of the contract (the Engineer) is [name] who can be reached at [phone number]. All correspondence, submittals, etc., must be sent to the Engineer's attention.

Sincerely,

Mohsen Maali, P.E.
Program Manager (Acting)

cc: [name], Project Manager, [department]
Henry Foster III, Program Manager, EOCP
Dave Zoumaras, Deputy Director, Field Engineering Division, Public Works
Myrna Dayton, Senior Civil Engineer, PITS, Public Works
Bid Folder

For Staff Use:

Fund No.: [number]
Purchase Requisition No.: [number]
Purchase Order No.: [number]
Date of Award: [date]
Resolution Number: [date]
Federal Project: Yes ___ No ☒
Advertisement Date: [date]

Cost Center No.: [number]
Comptroller's Certificate No.: [number]
SAP No.: [WBS/IO number]
Mayor ___ Council ☒
Date of City Council Approval: [date]
Date of Mayoral Approval: [date]
Bid Opening Date: [date]